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SECURITY INFORMATION

Management Officer, Organization & Methods
Service

Chief of Logistics

Central Processing of Travelers

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REF: Attached survey report by Organization & Methods Service

25X1A 1. Agency Regulations [] dated 20 March 1953 are established as the governing directive for the Agency by the Director of Central Intelligence. Under paragraph 2 (a) of these Regulations, each Office Head may delegate to members of his staff appropriate portions of his responsibilities, but there is no provision made for one Office Head to delegate such responsibilities to another Office Head. Also, under paragraph 2 (b) instructions are included to the effect that each Office Head will in no instance assume responsibilities and functions assigned elsewhere.

25X1A 2. Under Regulations [] the Chief of Logistics is responsible for transportation of personnel, equipment, property and supplies and is charged with the functions of arranging for the transportation of personnel, equipment, property and supplies.

3. The recommendations in the survey propose that the Chief of Logistics delegate certain authority to the Assistant Director for Personnel. It is believed that the Chief of Logistics does not have the authority to make such a delegation. Moreover, the proposed action appears to be a case of reassignment of functions and responsibilities by the DD/A to the Office of Personnel.

25X1A 4. To provide a transportation service for the movement of persons and things in accordance with applicable laws, rules and regulations requires contractual arrangements with other Government agencies and commercial firms to protect the interests of the U. S. Government. Contracting officers are primarily responsible for the execution and administration of contracts to safeguard the interests of the Government in contractual relationships and to determine the facts under contract. Moreover, certifications for the expenditure of appropriated funds for services performed are required by law in connection with finances and fiscal matters.

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6. Generally, the responsibility and operational control of personnel concerned in the functions of arranging transportation are under the direct supervision of one Office Head in other Government departments here in Washington. As an example, the Armed Forces Service Center in the Pentagon has as its head a Major Robert W. Thompson. This Center is broken down into:

- a. Travel Section
- b. Passport Section
- c. Housing and Hotel Section
- d. Household Effects Section
- e. Identification Section for AGO Cards
- f. Pacific Military Permit Section
- g. Dependents Section

Another example; in the State Department all transportation functions are under the jurisdiction and operational control of the Chief of Transportation.

7. On 13 June 1951, [redacted] Transportation Corps., Army, submitted to the Assistant DD/A a Staff Study on transportation in CIA and the following extract therefrom is quoted: 25X1A

"The Central Processing Center is very similar to the arrangement set up in the Pentagon during the War, in the Passenger Traffic Branch, Office of the Chief of Transportation. As soon as the Transportation Division is adequately headed and staffed, it is believed that greater efficiency and smoothness of operations could be obtained by placing the Center in the Transportation Division."

8. It is understood that the report by [redacted] was generally considered to be very sound and that he was highly complimented on his Staff Study. 25X1A

9. From experience, other Government agencies have found that the transportation of personnel and their effects can be handled more efficiently under the direct supervision of one Office Head being charged with all and definite responsibilities pertaining thereto. The assignment of such responsibilities to one Office Head permits smooth operations pertaining to contractual relations, certification of bills required by law, prior planning and submitting projected 25X1A

10. The proposed transfer of functions would require a change in the

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following listed Regulations:

- 25X1A
- a. CIA Regulation [redacted] dated 21 November 1952
 - b. CIA Regulation [redacted] dated 29 December 1951
 - c. CIA Regulation [redacted] dated 20 March 1953

11. Therefore, in view of the above, the Chief of Logistics does not concur in the survey and recommends that:

- a. The Passenger Movement Branch be moved to a location and placed adjacent to the Central Processing Branch for the purpose of arranging transportation for personnel and their effects
- b. In the event a. above is not favorably considered, that the entire Central Processing Branch be transferred to the Logistics Office.

JAMES A. GARRISON

Enclosure:

OMM Survey Report

MEMORANDUM FOR THE RECORD:

LO/TD/HDS:ms
(2 July 53)

1. On 26 June 1953 the Chief of Logistics discussed the survey report with the Acting Chief, Transportation Division, and indicated action he desired thereon.

2. With reference to the proposed delegation of certain authority, apparently the Chief of Logistics does not have the authority to make such a delegation. This has been discussed informally with [redacted] Finance Division, and [redacted] of General Counsel. Since certifications for expenditures or appropriated funds for services in connection with transportation are required by law, it is considered an essential that the assignment of such functions be made with appropriate authority and that there be no question pertaining to the authority or the assignment of such functions.

3. If the decision is made to reassign from Logistics Office to the Personnel Office certain functions pertaining to the movement of personnel, the Acting Chief, Transportation Division, hereby goes on record to state that every effort will be made to make the operation a smooth one.

4. Only two copies of the survey (original and one copy) were received by the Acting Chief, Transportation Division. Both copies are being returned with this action to the Chief of Logistics.

Distribution:

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Remarks:

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ORIGINAL DOCUMENT MISSING PAGE(S):

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